

INFORMATION SHEET

EXPOSITION ACTIVITIES

- Exposition activities requiring the design, installation, set up of exposition displays, functions or configuration of such spaces shall submit for plan review approval To LVF&R Fire Prevention Division.
- Completion of an Inspection Service Work Order is required to be completed for each plan review activity conducted by the Fire Prevention Division. This Work order can be obtained by contacting Fire Prevention.
- Three (3) sets of plans shall be submitted to LVF&R Fire Prevention for review no later than 10 working days prior to the event or exposition. If the submittal is required to be expedited, additional charges shall apply per LVF&R Permit and Fee Schedule (Resolution R-58-2004).
- The following items shall be reflected on submitted drawings for review. Specific items that are not reflected on the submitted review will be rejected and required to be resubmitted.
 1. Name, property address, event name, specific rooms to be used.
 2. Installing Contractor
 3. Scale of drawing.
 4. Move in/out dates.
 5. Dimensions of entire usable area to be utilized (square ft.).
 6. *Maximum occupant load permitted in area to be utilized.
 7. *Size, location and construction of booths, decorative sets, etc.
 8. *Any furnishings, decorations and scenery shall be reflected on drawings.
 9. *Table, chair, seating arrangements.
 10. *Width of aisles, travel distance within booth or exhibit enclosure to exit.
 11. *Location, width and travel distance for all exits and associated signage.
 12. *Location of all fire extinguishers, fire alarm devices and fire hose cabinets.
 13. Emergency and site contact responsible person.
 14. Any grandstand, bleacher, riser seats, and similar shall be reviewed and approved by the Las Vegas Building and Safety Department and comply with NFPA I / Uniform Fire Code 2003 Edition, chapter 25.

*Please refer to NFPA I / Uniform Fire Code 2003 Edition for specific code requirements.

Any Open Flame or Pyrotechnics shall comply with section 20.1.4.2 and 20.1.4.2.1 of NFPA I / Uniform Fire Code 2003 Edition and associated local ordinance.

The items listed are basic information only. Codes are subject to change. Additional requirements may apply.

LAS VEGAS FIRE & RESCUE
Fire Prevention Division
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